

DELPHI Skills Assessment for PO Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Requisitions								
Submit purchase requisitions								
Generate requisitions								
Import requisitions from external systems								
Travel								
Enter PCS travel orders								
Enter travel orders as purchase orders								
AutoCreate								
Enter autocreate documents								
Holds								
Create a supplier site hold								
Release supplier site hold								
Release invoice hold								
Purchase Orders								
Import purchase orders from external systems								
Generate purchase orders								
Print purchase orders								
Mail purchase orders								
Review purchase order change request forms and receiving referrals								
Enter purchase order changes								
Print updated purchase orders								
Distribute updated purchase orders								
Enter travel orders as purchase orders								
Enter blanket purchase agreements								
Enter blanket purchase agreement releases								
Enter blanket purchase agreement receipts								